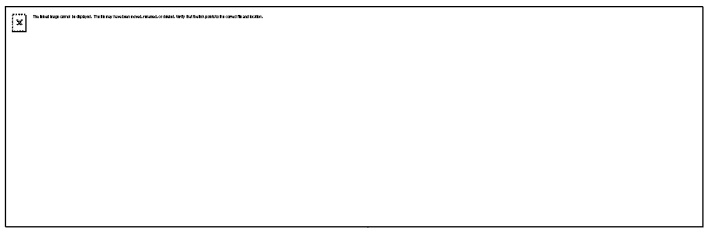


From: Han, Linda (DPH)
Sent: Wednesday, September 07, 2011 12:25 PM
To: Caloggero, Dina (DPH); Stiles, Tracy (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH)
Subject: FW: Introducing the New MassHR Preventing Workplace Violence Online Training Course

Here is a list of people for whom, as of Jan 24, 2011, Julie Sullivan has no record of their having completed workplace violence training. This new e-course is a perfect opportunity to address the often-cited obstacle of limited classes available on site. Please remind your staff to take this fabulous new e-training. Thanks, lh

Ahem (DPH),Maureen
Borne (DPH),Paul
Chin (DPH),Tak-wah
Glover (DPH),Holly
Gramer (DPH),Jill
Jno-baptiste (DPH),Roland
Joshi (DPH),Swati
Kazianis (DPH),Arthur
Liu (DPH),Donghui
Noonan (DPH),Corrie
Pham (DPH),Hang
Sabina (DPH),Brandon
Silva (DPH),Allison
Tan (DPH),Desmond
Stiles (DPH),Tracy
Conley (DPH),Caryn
Belgrave (DPH),Lemuel
Borsari (DPH),Richard
Govan (DPH),Suzanne
Preval (DPH),Marie
Gillis (DPH),John
Hanchett (DPH),James
Hannon (DPH),Bruce
Hunt (DPH),Thuy
Kane (DPH),Peter
Noddin (DPH),Linwood
Rubin (DPH),Alan
Saunders (DPH),Della
Servizio (DPH),Paul
Stallings (DPH),Sheila
Albrecht (DPH),Michael
Arango (DPH),Nicholas
Brazzo III (DPH),Joseph
Farris (DPH),Michael
Hall (DPH),Joshua
Halpern-Smith (DPH),Fred
Hennigan (DPH),Dennis
LeClair (DPH),Erika
Tran (DPH),Khoa
Corbett (DPH),Kate
Jacobsen (DPH),Patricia
Tan (DPH),Zhi
Tran (DPH),Mai
Zanolli (DPH),Janice
Chiorean (DPH),Tudor
Connolly (DPH),Lawrence
Crotty (DPH),Taryn
Davenport (DPH),Russell
Garrett (DPH),David
Hernsworth (DPH),Meghan
Hussin (DPH),Ayman
Jani (DPH),Sonali
Lungelow (DPH),Rita
Parrin (DPH),Janis
Farak (DPH),Sonja
Pontas (DPH),Rebecca
Salem (DPH),Sharon

From: Info, MassHR (HRD) [mailto:masshrinfo@massmail.state.ma.us]
Sent: Wednesday, September 07, 2011 4:59 AM
To: Han, Linda (DPH)
Subject: Introducing the New MassHR Preventing Workplace Violence Online Training Course



Introducing two new Preventing Workplace Violence e-Courses developed by MassHR.

The **Preventing Workplace Violence for Employees** eLearning course is designed to provide a basic overview of the Commonwealth's policy (Executive Order 442) of zero tolerance for workplace violence. The **Preventing Workplace Violence for Managers** course includes the basic overview as well as strategies that can be used to prevent potential workplace violence.

Individuals employed on a full-time or part-time basis by the Office of the Governor or any state agency under the Executive Department are required to complete this training.

The courses are delivered on-line and are designed to help you learn at your own pace and in your own environment at your own convenience. *"Knowledge Checks"* are presented at several points during the course to validate what you are learning about preventing workplace violence.

These courses take approximately 45 minutes to complete. All you need is a computer, access to the Internet - and you are ready to go!

To receive credit for the course and satisfy the mandatory training requirements, you must review all material presented.

For assistance with logging into PACE or to request alternative media for the course, please contact HRD-Training and Learning Development at (617) 878- 9827.

Class Date: *Anytime!*

Start Time: *Anytime!*

Cost: *FREE!!!*

REGISTER TODAY!

INSTRUCTIONS FOR LAUNCHING THE ONLINE COURSE THROUGH PACE.

1. Launch the PACE URL at www.mass.gov/pace
2. Select PACE Login
3. Select Your Agency (Login screen will appear)
4. Enter your User Login ID (EMPID) and Password

If you are a first time user your login ID is your Employee ID and your password is your last name, as it appears on your pay advice

5. Select Student Learning Center
6. Select Course Catalog
7. Type in the key word – MANDATORY to find the applicable course
8. Follow the prompts

NOTE: The previous message does not apply to Energy and Environmental Affairs (EEA) staff and managers. EEA staff and managers should contact their local HR Dept or Barbara Nobles Crawford Assistant Secretary for Human Resources for additional information.